

Student Handbook

ADVANCE PROGRAM
HANNIBAL-LAGRANGE COLLEGE

Revised August 2008

TABLE OF CONTENTS

PREFACE	1
I. WELCOME TO HANNIBAL-LAGRANGE COLLEGE	3
MISSION AND PURPOSE OF THE COLLEGE	3
ACCREDITATION	3
II. ADVANCE PROGRAM AND ITS CALENDAR	3
ADVANCE PROGRAM.....	3
ACADEMIC CALENDAR.....	4
III. ADMISSIONS.....	4
ADMISSION CRITERIA	4
ADMISSIONS PROCEDURES.....	4
TRANSFER OF CREDIT	5
IV. FINANCES	5
TUITION AND FEES	6
<i>Hannibal-LaGrange College reserves the right to change the fees at any time without notice.</i>	6
TUITION PAYMENT SCHEDULE.....	6
STUDENT FINANCIAL ASSISTANCE.....	6
Tuition Assistance.....	7
Educational Loan Program	7
GENERAL INFORMATION	8
REFUNDS.....	8
RETENTION AND CAREER SERVICES.....	9
V. ACADEMIC.....	10
CURRICULUM.....	11
DEGREE REQUIREMENTS.....	20

FACULTY	21
VI. ACADEMIC POLICIES.....	21
ACADEMIC CREDITS	24
RESIDENCY REQUIREMENTS	25
MODULE ATTENDANCE	25
INCLEMENT WEATHER POLICY	26
LIBRARY	26
STUDENT LOAD	26
STANDARD CALENDAR	27
ORIENTATION/REGISTRATION NIGHT	30
CLASS EVALUATIONS	31
GRADES.....	32
LATE PAPER POLICY	32
INCOMPLETE GRADES.....	32
GRADE REPORTS.....	33
WITHDRAWAL FROM THE COLLEGE.....	33
READMISSION TO THE ADVANCE PROGRAM.....	34
PARTICIPATION IN COMMENCEMENT EXERCISES.....	35
ADDITIONAL INFORMATION ABOUT GRADUATION	36
ACADEMIC HONORS	37
CLASS REPRESENTATIVE	37
STUDENT GRADUATION CHECKLIST	39
HLG STUDENT PORTAL.....	40

ADVANCE PROGRAM STUDENT HANDBOOK

PREFACE

This Handbook is for students in the ADVANCE Program and serves to supplement the College catalog and student Planner. Students are to be guided by the policies in each. The Student Handbook will serve to introduce the program, to provide information about the program, and to provide you with information about curriculum, faculty, policies and procedures, student life and finances relating to the program.

To obtain further information please contact the Innovative Programs Office. Copies of the Handbook are furnished to each student. Students are responsible for knowing the information and observing the policies contained therein.

This Student Handbook is in effect **August 2008 through the end of your program**. Hannibal-LaGrange College reserves the right to make changes in policy. Any such changes affecting the program will be made available in subsequent issues of the Student Handbook, addendums, and/or the College catalog.

INNOVATIVE PROGRAMS STAFF

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OFFICE LOCATION

The Innovative Programs Office is located at 3128 Muir Street, in the Hut and Mary Lou Green Center, Hannibal, Missouri.

OFFICE HOURS

The Innovative Programs Office is open Monday - Thursday 8:00 a.m. to 5:00 p.m. and Friday 8:00 a.m. to 4:00 p.m. Personal appointments and voicemail are available at other times.

I. WELCOME TO HANNIBAL-LAGRANGE COLLEGE

We welcome you to Hannibal-LaGrange College and to the ADVANCE Program, where your goals of completing your degree can be realized.

MISSION AND PURPOSE OF THE COLLEGE

The mission of Hannibal-LaGrange College Innovative Programs is to provide an excellent liberal arts education in a distinctively Christian environment, thus preparing students for both personal and career effectiveness. The completion of the Bachelor of Science Degree or Bachelor of Applied Science in Organizational Management, Administration of Justice, Child Development, or Computer Technology with Hannibal-LaGrange will assist adults in realizing personal and career growth.

ACCREDITATION

The College is accredited with North Central Association of Colleges and Schools. Higher Learning Commission of the North Central Association of Colleges and Schools, 30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504, (800) 621-7440.

II. ADVANCE PROGRAM AND ITS CALENDAR

ADVANCE PROGRAM

The ADVANCE Program is a degree completion program serving working adults with five years full time work experience with approximately 60 credit hours from Hannibal-LaGrange College or another accredited institution with a cumulative 2.0 GPA or better, and who now would like to complete their Bachelor's Degree. ADVANCE Program students typically are employed full-time during the day, thus the program is offered in the evening. One night per week over an eighteen month period provides the student with the opportunity to earn 48-49 credit hours in class and receive up to as many as 30 additional credit hours in Credit for Prior Learning. Classes are taught in a manner that is conducive to learning for adults. An atmosphere of shared family, career, and age interests develops among the adult students.

While in the ADVANCE Program, students are expected to spend 15-20 hours in preparation for each weekly class meeting. Students who succeed in the Program are self-directed and goal-oriented individuals.

The ADVANCE Program offered by Hannibal-LaGrange College enables students to develop:

- interpersonal skills
- written and oral communication skills
- problem-solving and decision-making skills

- understanding of research techniques and applications
- self-knowledge and self-image growth
- self-reliance and leadership skills

ACADEMIC CALENDAR

The ADVANCE Program operates a non-term based program with groups of students (Cohorts) beginning twice a year, typically in August and January. Each group takes approximately 80 sessions to complete the program and operates on a year round basis. Each group is given a definite schedule which indicates on which dates the group will meet over the eighteen month period of enrollment.

An academic year is 40 weeks/24 credit hours. A non-term program is one that does not divide the academic year into semesters, trimesters, or quarters. In a non-term program that measures educational program length in credit hour, a full time undergraduate student is expected to complete the equivalent of 24 semester hours in an academic year.

III. ADMISSIONS

ADMISSION CRITERIA

1. Completion of approximately 60 credit hours from an accredited college/post-secondary institution.
2. Five years full time work experience.
3. Cumulative grade point average of 2.0 (on 4.0 scale) or better on all prior academic work.
4. Completion of application form and payment of \$25 non-refundable application fee.

Upon meeting all of the above criteria, the Innovative Programs Director will accept the admission application.

ADMISSIONS PROCEDURES

One who has become familiar with the program and has decided to apply should take the following steps:

1. Attend Information Meeting or a Personal Interview.
2. Submit a completed application with the non-refundable \$25 application fee. See www.hlg.edu for online application.

3. Have official transcript(s) from every college or university attended sent directly to Hannibal-LaGrange College, Innovative Program Office. See www.hlg.edu for “Official Request for Transcript” form.
4. Consider financial assistance and contact the Financial Aid Office at 573-629-3279.
 - ✍ File your FAFSA using HLG’s school code 009089 at www.FAFSA.ed.gov.
 - ✍ Complete Employer Tuition Assistance Plan
 - ✍ Complete Student Tuition Account Master Promissory Note with the Business Office
5. Plan to attend orientation/registration night.

TRANSFER OF CREDIT

A maximum of 45 nontraditional semester credits may be earned through noncollegiate instruction, testing, and experiential learning. Such credit includes: CLEP and other testing programs, directed study, practica, and portfolio documentation.

IV. FINANCES

TUITION AND FEES

For the purpose of scheduling, reporting, and budgeting, the program is broken into four non-traditional semesters. A non-traditional semester will consist of 20 weeks and 12 hours minimum.

Tuition and fees must be paid by the end of each of each ADVANCE Program non-traditional semester. The application fee is paid at the time of application.

Program Application Fee	\$25.00 (nonrefundable, paid at time of application)
Credit for Prior Learning Fee	\$50.00 (per credit hour submitted for evaluation) It is important to note that petitioning for prior learning credit does not guarantee that the full number of credits submitted will be granted. Awards of credit are based upon evaluation of your work by an Assessment Counselor.
Technology Fee	\$50.00 per term
Books and Materials	\$500.00 (approximate) per term

General Fee	\$164.00 per term (includes registration, library use, computer lab use, newspaper, student activities, yearbook, recreational use of sports complex)
Parking Fee	\$25.00 (Hannibal campus only) per term
Tuition	\$3828.00 Flat rate (12-14 hours) per term
Graduation Fee	\$100.00 (paid at graduation time)
Curriculum Fee	\$30.00 per term

Hannibal-LaGrange College reserves the right to change the fees at any time without notice.

TUITION PAYMENT SCHEDULE

Tuition payment is due by the end of each non-traditional semester. Students who owe the college for a previous term will not be permitted to enroll for additional course work until bills are paid in full or satisfactory arrangements are made with the Business Office.

Employee Reimbursement Plan - Some employers ask to pay reimbursements on a term or module basis. If this is the case, you will need to make special arrangements with the Business Office regarding an acceptable schedule for payment of your tuition costs. While employee reimbursement plans may pay for courses, if for some reason the employer fails to pay for the courses in which he or she is registered, the student is solely responsible for paying Hannibal-LaGrange College the tuition, fees, and other charges that reflect a balance on the student's account.

Financial Aid is available. **It is the students responsibility to have completed all financial aid forms necessary to process the aid requested.** There will be a six week grace period from the start of an academic calendar to do so. Please refer to all important financial aid dates and checklists to assure processing is complete. Failure to do so may require full payment immediately to proceed with the program.

Additional payment plans may be available. Please contact the Financial Aid Office or the Business Office for information.

Visa, Discover Card, and Mastercard are accepted for payment of tuition and fees.

STUDENT FINANCIAL ASSISTANCE

Preparing for a college education requires a great deal of advance planning. To assist you in making appropriate financial preparations, this fact sheet presents a number of important topics for your consideration. Please take the time to familiarize yourself with these items, and make a checklist of those points which might require your attention.

Tuition Assistance

Federal and state grants are awarded based upon a variety of factors, but most often on the basis of your program and/or demonstrated financial need. Unless otherwise noted by the donor of your award, you do not need to repay these funds. Listed below are some of the most common forms of gift assistance:

***Federal Pell Grant**—provided by the federal government and administered by the College; this grant is based upon financial need.

***Missouri Student Grant**—Available to permanent state residents enrolled as a regular degree seeking student in an approved undergraduate program. The award is based on financial need. Application deadline is April 1 each year and must be reapplied for annually.

***Supplemental Education Opportunity Grant--** These grants, from a limited fund, are awarded to students based on financial need.

***Veterans' Benefits**—Available to those who qualify. Eligibility is determined by the Veterans' Administration and potentially eligible students should contact their local Veterans' Administration representative.

***Employee Reimbursement Program**—Contact your company's personnel office to investigate this source of financial assistance.

Educational Loan Program

***Federal Subsidized Stafford Loan/Unsubsidized Stafford Loan (formerly GSL-Guaranteed Student Loan)**—The Stafford Loan is available to needy undergraduate students in various amounts for their undergraduate education.

Students with previous Stafford loans are encouraged to stay with their original lender. Any subsequent Stafford loans will carry the same terms and variable interest rates of your previous loan.

***Perkins Loan --** Loans are available with no interest charged while the student remains in school at least half-time. Eligibility is based on information reported on the FAFSA.

Loan Forgiveness

Borrowers who undertake certain public service jobs are eligible to have all or part of their loans cancelled.

Eligible public service jobs are full-time jobs in the following fields:

- Emergency management

- Government
- Military service
- Public safety
- Law enforcement
- Public health
- Public education (including early childhood education)
- Social work in a public child or family service agency
- Public child care
- Public service for individuals with disabilities
- Public interest law services (including prosecution or public defense or legal advocacy in low income communities at a nonprofit organization)
- Public service for the elderly
- Public library sciences
- School-based library sciences and other school-based services
- Certain tax-exempt organizations
- Faculty teaching in high-needs areas, as determined by the Secretary

For more information, visit the Federal Student Aid website at www.FederalStudentAid.ed.gov.

GENERAL INFORMATION

Any student wishing to apply for financial assistance should contact the Financial Aid Office (573) 629-3279. The Student Financial Aid Office is available to answer your questions and to help estimate your eligibility for financial assistance. Office hours are Monday - Friday, 8 a.m. to 5.00 p.m. Other hours are available by appointment.

So that your financial aid eligibility may be determined in a timely manner, please contact the Student Financial Aid Office four to six weeks prior to the beginning of Module 1. At that time, identify yourself as a student with questions about the ADVANCE Program. Students who call with requests will be mailed the ADVANCE Financial Assistance Packet which includes the FAFSA and the necessary steps to apply. **A FAFSA must be completed prior to financial aid processing.**

REFUNDS

A student shall normally be assessed tuition charges by non-traditional semesters. If a student withdraws at the end of a module not concurrent with the end of a semester, the tuition for the modules for which the meeting dates have passed shall be considered earned and those modules not yet started shall be considered unearned, and thus refundable.

When a student stops out of a group the charge must be prorated and refunds given either to the student or the government as determined by government regulations. The student is responsible for any refund to the government.

The date of withdrawal shall be the date on which the student notifies the Innovative Programs Office. The student must complete and return the appropriate forms to the College for official withdrawals. For Financial Aid Office purposes, the date of last attendance will be used. Forms are available in the Innovative Programs Office.

If a module is failed, the student shall be assessed the tuition again for the module when repeating the module. Students dropping back to a later group will be assessed tuition at the time of re-entry only for those modules they need and enroll in at that time.

RETENTION AND CAREER SERVICES

The Retention and Career Services Office is located on the second floor of the Administration Building in room 201. Office hours are from 8:00 a.m. to 12:00 p.m. and from 1:00 p.m. to 5:00 p.m. Monday through Friday. Dr. Karry Richardson, Associate Dean of Retention and Career Services, may be reached to schedule an appointment by calling 573-629-3016 or by emailing her at krichard@hlg.edu.

The Office of Retention and Career Services provides assistance to students and alumni in the areas of career development and job-search skills. The Office maintains resource materials on national, state, and area employers, information on graduate schools, and opportunities in military service. Bulletin boards are located on the first and second floors of the Administration Building posting pertinent information on part-time and full-time employment, graduate schools, summer jobs, internships, and college career fairs.

FOCUS Career Assessment

FOCUS is a computer-based career tool designed to provide users with personalized career and education exploration and planning assistance.

Hannibal-LaGrange College students and alumni may access the FOCUS online career assessment program <http://www.focuscareer.com>. Please contact the Retention and Career Services Office, Administration Building Room 201, 573-629-3016 or krichard@hlg.edu for the institution's key code.

Career Center Registration

Students are encouraged to register with the Retention and Career Services Office at least three months prior to completing their senior year. This allows our office to keep you current regarding career information, employment opportunities, and events.

Job Listings

The Retention and Career Services Office receives numerous listings for employment on a regular basis including part-time, full-time, seasonal, temporary employment and career opportunities.

Résumé and Cover Letter Assistance

The Retention and Career Services office can review your résumé and cover letter and offer suggestions.

Career Fairs

The Office of Retention and Career Services holds membership in two major consortia. These

groups sponsor major career fairs on an annual basis and provide an invaluable opportunity for HLG students and graduates to network.

Graduate School

Helpful information on choosing the best program, colleges offering that program of study, the application process, required tests, possible financial aid, and deadline dates can be accessed. Information is available on graduate school and professional exams, including the [GRE](#), [LSAT](#), and [CPA](#).

CLEP Exams

The College-Level Examination Program (CLEP) provides users the opportunity to earn college credit by successfully completing one or more of the 35 CLEP online exams. The cost of each exam is \$95 (\$70 paid to ETS and a \$25 administration fee paid to HLG). For more information or to schedule an exam, call [Karry Richardson](#), Associate Dean of Retention and Career Services, at 573-629-3016.

Off-site locations: TRCC - contact Leah Wiggs SCC - contact Kayla McBride

V. ACADEMIC

ACCELERATED AND TRADITIONAL FORMATS

“Accelerated” learning suggests that there is a “normal” method and pace for teaching and learning. It further implies that the traditional formats and methods employed in the academy embody the norm. Any method that deviates from this standard is likely to be treated with suspicion and may invite summary dismissal of what might otherwise be an effective, innovative approach to learning.

The lecture is but one of a variety of methods utilized by an excellent instructor. The lecture appears to have become the principal, and in some cases the sole, means of instruction used in many institutions of higher learning. This practice implies that learning is primarily an act of transmitting information from the expert to the passive, empty vessel. Although a lecture may be the most economical way to deliver instruction by the few to the many, the truth is that most of us remember remarkably little of what we heard in these classes.

We accept the semester as the appropriate length of a course for similar reasons. It is easy to forget that they were inventions of a different time. Academic calendars designed for an agrarian society (farming lifestyle, rural life), are out of place in the digital age, where more than half of all students work full-time year round, and instruction can take place regardless of time and place. The obvious lesson is that teaching formats and structures do not guarantee results. Teaching is neither a necessary or sufficient condition to ensure that learning occurs. You may remember a great autodidact (self-taught, little or no formal education) like Abraham Lincoln to be reminded that so much of what we learn over the course of our lives takes place independent of teachers and outside formal, structured education. Given this information, it seems odd that so many in higher education look with doubt at prior learning assessment programs for adult learners. The “unless you learned it in my class, the way I learned it when I was a student, you didn’t learn it” brand of ignorance can still be found in higher education, and that attitude raises a significant challenge to accelerated

programs. It seems that as long as a class is scheduled for fifty minutes, five times a week, for sixteen weeks, there is an implicit assumption that learning has occurred.

It is a mistake to assume that teaching and learning are the same thing: What you teach is not necessarily what I learn, and what I learn may be other than what you teach. Education has tended to focus on teaching: often assuming rather than promoting it. You can lead students to an experience, but you cannot make them learn. Engaging their views and ways of knowing appears fundamental to stimulate their motivation and desire to learn.

Our goal as a program becomes to create conditions under which the greatest amount of learning can take place within the greatest number of students.

Instead of being transmitters of information, teachers must come to see themselves as managers of the learning process.

Tell them and they retain 28%.

Tell them and show them and they retain 61%.

INVOLVE THEM AND THEY WILL RETAIN 94%.

Accelerated degree programs reflect a unique adult-oriented world of learning.

Adult accelerated degree programs represent a new mental model of learning, grounded in adult maturity and responsible engagement in the classroom and the world beyond the classroom. This program combines both program structure and learning designs directed to adult action, adult work identity, and adult competence. This represents learning designs that are adult based, completion based, and community based.

CURRICULUM

The following courses, offered in modular sequence, are required for the major in Organizational Management:

ORM303

GROUP AND ORGANIZATIONAL DYNAMICS (3)

Examines group behavior and how group functioning affects organizational effectiveness. Emphasis is placed on decision making and resolving conflict in groups. Students develop strategies for efficient and productive group management and determine which tasks are handled by groups or individuals.

ORM314

ADULT DEVELOPMENT & LIFE ASSESSMENT (4)

Introduces adult development theory and links these concepts to life through a process of individual reflection. Both classical and contemporary adult development theory are examined. These theories then provide the paradigm for self analysis and life assessment.

ORM331

WRITING LAB (1)

Reviews developing and organizing skills needed for college and business writing assignments.

ORM333**ORGANIZATIONAL COMMUNICATION (3)**

Investigates communication and relationships in creating a productive work environment. Effectiveness in personal and social relationships is also covered through readings and exercises involving non-verbal communication, constructive feedback, dealing with anger, and resolving conflict.

ORM353**THE BIBLE AND THE CHRISTIAN WORLDVIEW IN PLURALISTIC AMERICA (3)**

Surveys major themes, events, and plots in the Bible which are significant for constructing a biblical worldview. Relevant findings will be applied to issues concerning the place of a Christian worldview in the contemporary, pluralistic culture of the United States. Particular attention will be given to the viability of a Christian worldview in the workplace in the United States.

ORM363**INTRODUCTION TO RESEARCH & ANALYSIS USING STATISTICS (3)**

Introduces problem analysis and evaluation techniques. Students are shown methods for defining, researching, analyzing, and evaluating a problem in their work or avocational environment which they have selected for an independent study project. Specific statistical information covered in the course includes identifying and measuring objectives, collecting data, working with significance levels, analyzing variance and constructing questionnaires.

ORM373**SOCIAL ISSUES AND THEIR IMPACT ON THE WORKPLACE (3)**

This course presents an analysis of major contemporary social problems, especially in the United States. Particular attention is given to the problems of poverty, racism, sexism, drug and alcohol abuse, and illiteracy, and their impact on the contemporary workplace. Consideration is given to diverse sociological perspectives regarding the causes, consequences, and solutions to these problems.

ORM413**MANAGERIAL ECONOMICS (3)**

This course focuses on the principles of economics as they need to be understood and used by managers and supervisors in all fields. Includes issues related to “downsizing” and “restructuring” associated with international competition and globalization.

ORM423**MANAGERIAL MARKETING (3)**

Examines principles of marketing that need to be understood by managers in all areas in order to develop and utilize effective marketing practices are examined. Concepts of our global economy, including major social, psychological and political influences, will be explored and their marketing implications considered from a manager's perspective.

ORM404**INTERNATIONAL BUSINESS (4)**

This course will give the student an overview of the international business environment, the forces that influence the international market place, and the strategies that can be implemented to succeed in the international business.

ORM443**HUMAN RESOURCES MANAGEMENT (3)**

Explores the values and perceptions of selected groups affecting social and economic life through an analysis of policies and practices of recruitment, selection, training, development and compensation of employees. Special attention is given to Equal Opportunity and Office of Safety and Health Administration legislation through a series of case studies and simulations.

ORM453**STRATEGIC PLANNING (3)**

Introduces various management planning models and techniques and applies these to business cases. It stresses the concepts of strategic planning and strategic management.

ORM463**ORGANIZATIONAL ETHICS (3)**

Reviews several major ethical theories. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

ORM473**MANAGERIAL ACCOUNTING (3)**

Examines accounting as a cross-functional discipline that provides useful information to all types of managers in all types of organizations. Emphasis is on the practical rather than the theoretical, showing how managers use accounting concepts and techniques to make decisions.

ORM483**MANAGERIAL FINANCE (3)**

Covers finance and is designed and developed explicitly as a first course. The role of the financial managers as a decision-maker is emphasized and the need for managerial input and judgment is stressed.

ORM494**APPLIED BUSINESS LAW (4)**

Explores the history, background, sources and influences of our modern day law as it pertains to the business activities of individuals, corporations and other legal entities, with particular emphasis upon business litigation, legal liabilities, alternative dispute resolution techniques, and the laws governing contracts, creditors' rights, secured transactions, bankruptcy, agency, partnerships, and corporations.

The following courses, offered in modular sequence, are required for the major in Administration of Justice.

ADJ223

PROBATION, PAROLE, AND COMMUNITY CORRECTIONS (3)

Examines the functioning of the probation and parole system on national, state, and local levels.

ADJ303

CRIMINAL LAW AND PROCEDURES (3)

Examines criminal law as it relates to specific property crimes and crimes against persons. Particular attention is given to the elements of each offense and procedures essential for successful prosecution.

ADJ333

THE ENFORCEMENT SYSTEM (3)

Explores local, state, and federal enforcement systems and their relationship to one another and to the areas of jurisdiction.

ADJ263

WRITING EXPERIENCE/REPORT WRITING (3)

Emphasizes writing improvement, with special attention to reports used in the criminal justice system.

ADJ323

JUVENILE DELINQUENCY (3)

The nature and extent of delinquency; competing models and theories; evaluation of prevention, control, treatment, and research programs.

ORM353

THE BIBLE AND THE CHRISTIAN WORLDVIEW IN PLURALISTIC AMERICA (3)

Surveys major themes, events, and plots in the Bible which are significant for constructing a biblical worldview. Relevant findings will be applied to issues concerning the place of a Christian worldview in the contemporary, pluralistic culture of the United States. Particular attention will be given to the viability of a Christian worldview in the workplace in the United States.

ADJ373

CRIMINAL JUSTICE ISSUES (3)

Focuses on the development of critical thinking on issues such as capital punishment, plea bargaining, search and seizure, stop and frisk, and on a wide variety of constitutional-related issues.

ADJ353**LEADERSHIP AND SUPERVISION OF POLICE PERSONNEL (3)**

Examines issues of leadership and supervision relevant to law enforcement personnel. Students will be taught how to plan and implement departmental policies and procedures. Special attention will be given to issues relating to the media.

ADJ403**US SUPREME COURT DECISIONS--CRITICAL ISSUES (3)**

Focuses on selected constitutional aspects of law enforcement, including the law of arrest, search and seizure, self-incrimination, the right to counsel, probable cause, exclusionary rule, stop and frisk, vehicle searches, use of force, and legal liabilities.

ADJ413**CONSTITUTIONAL LAW I (3)**

Examines the history and general application of such constitutional provisions as speech, press, assembly, authority to detain and arrest, search and seizure, wiretapping, and eavesdropping.

ADJ423**CONSTITUTIONAL LAW II (3)**

Examines the constitutional guidelines as they pertain to interrogation, confessions, self-incrimination, assistance of counsel, double jeopardy, humane punishment, fair and just trials, as well as civil rights legislation.

ADJ354**CRIMINAL JUSTICE SUPERVISION AND MANAGEMENT (3)**

Focuses on developing administrative practices that incorporate human resource development theories. Examines theories of motivation and leadership.

ADJ313**CRIMINOLOGY (3)**

An analysis of crime and delinquency in a changing society with special emphasis on sociological factors contributing to the problem. Gives attention to the control, prevention, and treatment of aspects of law-violating behavior.

ADJ366**ETHICS IN CRIMINAL JUSTICE (3)**

A study of principles of ethics, including Christian ethics, with particular application to the criminal justice profession.

ADJ445**CRIMINAL JUSTICE INTERNSHIP/RESEARCH PAPER (6)**

Students receive supervised field experience through placement in an area agency relating to law enforcement, courts, or corrections. Requires a research paper relating to the area of placement.

The following courses, offered in modular sequence, are required for the major in Child Development:

CHD202

GROWTH AND DEVELOPMENT IN YOUNG CHILDREN (3)

The physical, emotional, social, and mental growth of early childhood, from birth to 12 years will be studied. Prerequisite: PSY 113

CHD243

ADMINISTRATION OF EARLY CHILDHOOD PROGRAMS (3)

This course focuses on the study of the organization and management of a child-care facility, including licensing procedures, recruitment, training, Health Department regulations, OSHA, IDEA, ADA, and with emphasis on the roles and responsibilities of the director.

CHD303

INTRODUCTION TO EARLY CHILDHOOD (3)

Introduction to the early childhood profession will be given with emphasis on the history, philosophies, ethics, legal aspects, and trends in the early childhood field.

CHD312

EMERGENT LANGUAGE (3)

Focuses on the various factors involved in children's acquisition and development of oral and written language from birth to age 5 with exploration of the use of literature as a major component of this development.

CHD343

MULTICULTURAL STUDY OF CHILDREN AND FAMILIES (3)

A study of the different relationship styles and cultures of children and families through case studies and research projects.

CHD382

ASSESSING YOUNG CHILDREN (3)

Appropriate factors in screening, diagnosing, and prescribing instruction with emphasis on authentic assessment-for children birth through age 5, including children with special needs.

CHD356

CURRICULUM AND METHODS FOR YOUNG CHILDREN (6)

A course designed to develop competency in the curriculum and method development for facilitation of young children including infants/toddlers and ages 3-5. A practicum will be scheduled concurrently as a practical portion of this class, with qualified supervision, for ages infant/toddler and 3/5 years. The student will develop curriculum, implement it with young children and evaluate its' effectiveness.

CHD362

FAMILY AND COMMUNITY RESOURCES (3)

Family and community resources available to those working with young children, birth through age 5 will be explored.

CHD313**IMPLEMENTING AND EVALUATING INTERVENTIONS FOR EARLY CHILDHOOD (3)**

Addresses the intervention needs of infants, toddlers, and young children who have disabilities or who are at high risk for developing disabilities. Compares and contrasts models of intervention and accompanying research for specific educational needs. Demonstrates the use of assessment results to plan and evaluate specific interventions and strategies for achieving results.

CHD323**COMMUNICATION DISORDERS (3)**

Deals with language and subsequent literacy issues experienced by young children who are at-risk or have disabilities. Covers specific strategies to increase vocabulary and language and to use augmentative systems. Emphasizes the assessment of and the teaching of early literacy skills necessary for reading.

ORM353**BIBLE AND CHRISTIAN WORLDVIEW (3)**

Surveys major themes, events, and plots in the Bible that are significant for constructing a biblical worldview. Relevant findings will be applied to issues concerning the place of a Christian worldview in the contemporary, pluralistic culture of the United States. Gives particular attention to the viability of a Christian worldview in the workplace in the United States.

CHD413**EARLY LITERACY (3)**

Explores the early literacy development of children birth to age 5, with emphasis on developmentally appropriate practice in literacy. Includes experiences with young children.

CHD473**PORTFOLIO DEVELOPMENT AND GRANT WRITING (3)**

Students will develop a portfolio following professional guidelines. An in-depth study of basic grant writing is provided. The emphasis is on actually writing a proposed government grant.

CHD486**INTERNSHIP IN CHILD DEVELOPMENT (6)**

Students will be involved in a supervised internship through placement with early childhood professionals in field settings, with one half of the internship with infants/toddlers and the other with children ages 3-5.

The following courses, offered in modular sequence, are required for the major in Computer Technology:

CTE303

LINUX+ (3)

This course is designed to help a student study in preparation for the Linux+ certification exam. This exam covers basic installation, operation, security, troubleshooting and basic Linux hardware services for the Linux operating system on workstations and servers. Lab fee.

CTE313

A+ (3)

This course is designed to help a student study in preparation for the A+ certification exam. This exam covers installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, and performing preventive maintenance of basic personal computer hardware and operating systems. Lab fee.

ORM353

BIBLE AND CHRISTIAN WORLDVIEW (3)

Surveys major themes, events, and plots in the Bible that are significant for constructing a biblical worldview. Relevant findings will be applied to issues concerning the place of a Christian worldview in the contemporary, pluralistic culture of the United States. Gives particular attention to the viability of a Christian worldview in the workplace in the United States.

CTE323

CCNA I (3)

This course is designed to help a student study in preparation for the CCENT/CCNA INCD Exam #640-802 / 640-821 & 640-816. The topics covered will include: Introduction to Networking, OS Networking models, Ethernet LANs, WANs, IP, Cisco Routers, LAN Switches. This is class 1 of 3. It is intended that this course be followed by CCNA II and CCNA III. Lab fee.

CTE333

CCNA II (3)

This course is designed to help a student study in preparation for the CCENT/CCNA INCD Exam #640-802 / 640-821 & 640-816. The topics covered will include: Introduction to Networking, OS Networking models, Ethernet LANs, WANs, IP, Cisco Routers, LAN Switches. This is class 2 of 3. It is intended that this course be followed by CCNA III. Lab fee. Prerequisite: CCNA I.

CTE343

CCNA III (3)

This course is designed to help a student study in preparation for the CCENT/CCNA INCD Exam #640-802 / 640-821 & 640-816. The topics covered will include: Introduction to Networking, OS Networking models, Ethernet LANs, WANs, IP, Cisco Routers, LAN Switches. This is class 3 of 3. It is intended that following this course the

student should be able to take the CCENT/CCNA exam from Cisco. Lab fee. Prerequisite: CCNA II.

ORM463

ORGANIZATIONAL ETHICS (3)

Reviews several major ethical theories. Students are asked to examine personal values through readings and workplace analysis to formulate a management philosophy incorporating business ethics, government accountability, human rights, and a responsible lifestyle in the contemporary world.

CTE353

MCSA I (3)

This course is designed to help a student study in preparation for the MCSA exam. This is class 1 of 3. It is intended that this course will be followed by MCSA II. Lab fee.

CTE363

MCSA II (3)

This course is designed to help a student study in preparation for the MCSA exam. This is class 2 of 3. It is intended that this course will be followed by MCSA III. Lab fee.

Prerequisite: MCSA I.

CTE373

MCSA III (3)

This course is designed to help a student study in preparation for the MCSA exam. This is class 3 of 3. Lab fee. Prerequisite: MCSA I and MCSA II.

CTE413

SECURITY+ (3)

This course is designed to help a student study in preparation for the Security+ certification exam. This exam covers a foundation-level of skill and knowledge in General Security Concepts, Communication Security, Infrastructure Security, Basics of Cryptography and Operational / Organizational Security. Lab fee.

CTE423

CONVERGENCE+ (3)

This course is designed to help a student study in preparation for the Convergence+ certification exam. This exam covers basic requirements analysis, and specify, implement and manage basic components of data, voice and multimedia convergence applications and understand basic problem analysis and resolution for converged technologies. Lab fee.

CTE433

CIW PROFESSIONAL (3)

This course is designed to help a student study in preparation for the CIW Professional exam. This exam covers basic knowledge of Internet technologies, network infrastructure, Web authoring using XHTML, and job skills such as project management. Lab fee.

CTE473**INTERNSHIP I (3)**

The student will design solutions to an IT industry-related project, either on campus or off campus. The project must be secured by the student and approved by the computer department faculty. The student will also be required to present a summation to a panel of knowledgeable persons. Requires 120 hours of work.

CTE483**INTERNSHIP II (3)**

The student will design solutions to an IT industry-related project, off campus. The project must be secured by the student and approved by the computer department faculty. The student will also be required to present a summation to a panel of knowledgeable persons. Requires 120 hours of work.

DEGREE REQUIREMENTS

To earn the Bachelor of Science/Bachelor of Applied Science degree in the ADVANCE Program, each student must:

1. Complete the coursework in the major.
2. Pay all fees and tuition charges.
3. Accumulate 124 semester credits that are officially accepted by Hannibal-LaGrange College.
4. Have a cumulative grade point average of 2.0 (4.0 scale) or above in the 124 credits comprising the degree program, with a minimum of "C" in all major courses.
5. Meet all general education requirements, which consist of the following courses, or equivalent approved by the registrar:

Bachelor of Science

English Composition	6 credits
Humanities	12 credits (must come from at least two disciplines and include history)
College Algebra	3 credits
Social Science	9 credits (must come from at least two disciplines)
Bible	6 credits
Speech	3 credits
Natural Science	7 credits (must include one lab)

Bachelor of Applied Science

English Composition	6 credits
Humanities	9 credits (must include history)
Math	3 credits (MTH113 or higher)
Social Science	6 credits (must come from at least two disciplines)
Bible	6 credits
Speech	3 credits
Natural Science	7 credits (must include one lab)

NOTE: Some courses included in the majors coursework may be used to satisfy general education requirements.

6. A formal transcript evaluation must be requested from the registrar two full semesters prior to degree completion.

FACULTY

Faculty members who teach in the ADVANCE Program will all hold at least the Master's Degree, and some will hold the Doctoral Degree. Many will be full-time College faculty. Other adjunct faculty will come from external organizations.

VI. ACADEMIC POLICIES

The Director of the ADVANCE Program reports to the Vice President for Academic Affairs of the College.

HONOR CODE POLICY

Honor Code Rationale

Hannibal-LaGrange College is a biblically based Christian institution; therefore, those associated with the college are expected to behave in such a way as to demonstrate integrity both personally and academically. Included among HLG's purpose statements is the following: "To maintain high standards of academic and personal excellence in a biblically based Christian environment, thus encouraging the highest development of the total person: intellectually, physically, socially, and spiritually." The foundational premise for every aspect of the college's life and work is based upon Col. 1:18, "That in all things Christ might have the preeminence."

Honor Code Statement

Hannibal-LaGrange College values academic excellence, and therefore entrusts the college community with the responsibility to uphold certain ethical principles as they relate to truth, fairness, integrity, and honesty in the academic setting. Students pledge their dedication to support the college's Honor Code by enrolling to attend Hannibal-LaGrange.

As members of the Hannibal-LaGrange College community, students pledge to demonstrate respect for the college's mission and purpose. Each student's continuation at Hannibal-LaGrange is contingent upon his or her living within the Honor Code.

All departments and academic disciplines at Hannibal-LaGrange College support and uphold the Honor Code. However, certain departments or academic disciplines implement their own academic policies in addition to the Honor Code. Instructors may incorporate stricter policies as part of their individual class requirements as well.

Academic Integrity

Faculty members have a responsibility to evaluate student progress in learning and to evaluate student work for assigning course credit. Academic integrity on the part of the student requires an honest effort on all assignments, exams, presentations, products, and performances that are part of graded course elements. "Honest effort" means doing one's best, but also not doing better than one's best through unfair means. Through its outcomes assessment program, the college measures student learning in order to improve instruction. Student cooperation and honest effort on assessment activities are vital to the effectiveness of the outcomes assessment program. By giving an honest effort on surveys, exams, or other activities that are used for assessment purposes, students contribute in meaningful ways to the integrity and value of their education.

Cheating

Cheating may be defined as using for oneself or sharing with others any unauthorized resources for assignments or tests. Cheating includes, but is not limited to, such things as sharing with other students information that will give those students an unfair advantage on a test; copying from another student's test; possessing or using any unauthorized resources during a test; sharing work on an assignment when it is not allowed; text messaging for tests or in-class assignments; and using the same assignment for two or more classes.

Plagiarism

In academic writing such as essays, reports, and research papers, students are required to make use of ideas and information written by others. Using or referring to the work of others must be done with academic integrity by carefully documenting the source of all material not original with the student. Plagiarism refers to using a person's ideas or work without acknowledgment or credit and thus, presenting them as if they were one's own. Plagiarism includes, but is not limited to, such things as failure to use quotation marks when using another person's exact wordage (written or spoken); failure to footnote one's own paraphrase of another person's wordage (written or spoken); copying material from the Internet and claiming that as one's own; and obtaining another person's paper or assignment and submitting that as one's own work. Academic conventions specify the ways others' works and ideas are to be cited, and students are to engage diligently in learning and using those conventions. Hannibal-LaGrange's curriculum includes instruction in the principal

styles of academic writing, including MLA (Modern Language Association), APA (American Psychological Association), Turabian, Chicago Manual of Style, and CSE (Council of Science Editors).

Student Responsibilities

- 1) Students are responsible for upholding the Honor Code in all aspects of their academic pursuits at HLG.
- 2) Students are responsible for acquainting themselves fully with HLG's Honor Code. Ignorance is *not* considered to be a valid excuse for violating the Honor Code.
- 3) Students are responsible for understanding the expectations of their instructors for class assignments and seeking further clarification if the expectations are not clear.
- 4) Students are responsible for understanding what constitutes plagiarism and cheating and to refrain from partaking in such activities.
- 5) Students are to submit their work and their work only for class assignments.
- 6) Students are not to hinder others in their academic pursuit by depriving them of resources or sabotaging their work.
- 7) Students are to cooperate with outcomes assessment activities, giving honest and sincere effort to represent accurately their knowledge and skills.
- 8) Students are encouraged to report a fellow student's violation of the Honor Code; however, they are not required to do so.

Consequences for Honor Code Violations

- 1) The penalty for cheating on any assignment or exam is a grade of "0" for that work.*
- 2) Penalties for plagiarism should match the level of the offense. For submitting a paper that was mostly or entirely written by someone else, the penalty is a grade of "0," and the offense is to be reported to the ADVANCE Program Director. When a paper is submitted that has incomplete or incorrect documentation of others' works, the instructor should grade the paper according to whatever standards have been set forth for the assignment and guide the student in correct documentation. In such cases, no report needs to be filed.
- 3) A second offense in the same course will result in failing the course.
- 4) A student who assists another student to cheat in the same course will be penalized with a grade of "0" for the assignment.

5) If a student assists another student or students to cheat in a course in which he or she is not enrolled, that student will be subject to a minimum penalty of disciplinary probation or a maximum penalty of dismissal.

6) Offenses will be reported to the ADVANCE Program Director. Upon a second reported offense of any kind, the student will be placed on academic probation for the subsequent semester. Upon a third offense, the student will be dismissed from the college.

7) Students may appeal a penalty by requesting a hearing before the Vice President for Academic Affairs. Students or faculty members involved can appeal the decision of the ADVANCE Program's Director by requesting a hearing before the Vice President for Academic Affairs.

**It should be noted that to receive a "0" on a major assignment or exam in most courses will affect the student's grade for the course.*

Honor Code Pledge

“As a student enrolled in Hannibal-LaGrange College,

I pledge to uphold the principles set forth in the school's Honor Code.

I pledge to act with honesty and integrity inside and outside the classroom, showing personal dignity and respect for the rights and freedoms of others at all times in both word and deed.

I pledge to work hard, giving my best efforts to represent my own work in all class requirements, and encouraging others to do the same.

I pledge never to misrepresent my work nor give or receive unauthorized assistance.

I pledge to participate when required in the college's outcomes assessment activities, giving honest and sincere efforts to represent accurately my knowledge and skills.

I pledge to maintain academic integrity, and to act honestly, responsibly, and with honor in all areas of campus life, helping to make my college experience one in which I can take pride.

I accept responsibility to maintain this Honor Code on and off campus at all times.”

ACADEMIC CREDITS

Evaluation of Prior Credit

The ADVANCE Program accepts academic credit from other colleges and universities that carry regional accreditation, to include junior, community and technical institutions. Generally, a maximum of 76 hours may be transferred from a junior, community or technical college. In those cases when an incoming adult learner presents credits from an institution without regional accreditation, the academic record is reviewed on a case-by case basis. In some cases, the Vice

President for Academic Affairs may provide provisional acceptance of credits pending the adult learner's success in course work completed in the program. Credits of 'F' or above will be accepted in transfer, provided that the overall average being transferred is a 'C' or above.

Besides the credit earned through the core courses of the program, adult learners will also need credit that meets general education requirements and fulfills the need for elective credit to round out their academic program and complete the total number of 124 credit hours needed for graduation. General education and elective credit may be met by the transfer of credit from other accredited colleges and universities (including junior, community and technical colleges), portfolio and non-portfolio evaluation of credit, and college courses taken at the college after admission to the program. Each adult learner will be advised by an assessment counselor as to the options available, and they will work together to develop an Academic Plan. Where additional documentation is needed to process such credits, the adult learner must assume the responsibility of providing it.

Credit for Prior Learning

A maximum of 45 non-traditional semester credits may be earned through noncollegiate instruction, testing, and experiential learning. Such credit, also referred to as Credit for Prior Learning credits, include: CLEP and other testing programs, directed study, practica, and portfolio documentation. Both portfolio and non-portfolio methods may be used to evaluate a student's prior learning. Non-portfolio credit for learning that has been validated by examination programs, such as CLEP and DANTES, may be evaluated as a part of the admissions process as may learning from military experience that has been evaluated by the American Council on Education/College Credit Recommendation Service (ACE/CCRS) and documented in their publications.

ADVANCE Program students may earn up to 30 credit hours for prior learning by submitting a portfolio which will be evaluated by the Assessment Counselor.

The 30 credit hours can be from a number of different sources, including workshops, seminars, self-study, non-credit classes, and training programs. It is the prior learning (not just the experience) from these sources that must be documented. Evaluation is done by the Assessment Counselor of Hannibal-LaGrange College and an appropriate amount of credit is awarded.

Advanced standing with credit earned by any means including credit for prior learning will be placed on the transcript after the ADVANCE Program student has completed at least six hours of HLG coursework.

RESIDENCY REQUIREMENTS

Completion of the major courses satisfies the residency requirements. All courses taken at other institutions after the first year must be approved by the academic dean.

MODULE ATTENDANCE

Due to the concentrated scheduling and the emphasis upon participatory learning, students need to be in attendance every week. Proper notification must be given to the instructor and the

ADVANCE Program representative if you will be absent. Family emergencies, sickness, and work related absences are the usual reason for an absence. Proper Notification =calling or emailing your instructor and the program representative before class. If a last minute emergency occurs, contact the instructor and representative the next day. Being absent one time is the same as missing 7 to 10 classes in a traditional 16 week format. It will be very difficult for you to have the same learning experience/class contribution if you miss a class. It will also be very difficult for your instructor to grade you on the same basis as cohort members who have not been absent. Make-up work will be assigned by the instructor for the missed class. This should be equivalent to a minimum of 4 hours class work. An "INC" (Incomplete) will be given until make-up work is complete. If the coursework is not completed within six weeks following the end of the subject module, an "F" grade will be given for the module and the class must be repeated. It is your responsibility to contact the instructor for make-up work and submit it by the requested date. See the section titled "INCOMPLETE GRADES".

If more than one class session is missed in a module, you must repeat the module again with the next available cohort. You may contact the Director or Associate Director of the ADVANCE Program if there are special circumstances you feel need to be addressed.

If long term medical, family or employment concerns develop, the adult learner needs to contact the Innovative Programs Office immediately. We will assist the adult learner addressing the issues related to the program. It is not our intent to penalize anyone for a legitimate absence. We want to help you graduate and communication with our office is critical.

The Innovative Programs Office will monitor attendance records. Attendance records are essential to comply with regulations established by the Veteran's Administration and Health and Human Relations for recipients of VA benefits or Federally Insured student loans.

INCLEMENT WEATHER POLICY

In situations where inclement weather may affect the normal operation of HLG, students should refer to a local radio or television station for information. The college will try to have the information on air before 5 p.m. The announcement will specifically say ADVANCE Program classes have been cancelled. Classes will be re-scheduled by the instructor.

LIBRARY

The Library Reference Staff, in cooperation with the faculty in the ADVANCE Program will provide instruction in basic information gathering, including learning the basics of database searching and critical thinking skills. These life-long learning skills are essential preparation to effectively function in this "information society." The ADVANCE Program students are encouraged to utilize the services and resources of the Library. Hours are posted.

STUDENT LOAD

The ADVANCE Program operates as a non-term program with all students enrolled in 24 credits of instructional modules each academic year. The academic years run concurrently with no break for the summer and very short breaks for other major holidays.

A full-time undergraduate student is expected to complete the equivalent of 24 semester credit hours or more in an academic year.

STANDARD CALENDAR

Organizational Management

Academic Year ONE (24 credits)

6 Weeks	2 Weeks	5 Weeks	7 Weeks	5 Weeks	5 Weeks
Adult Development & Life Assessment (4)	Writing Lab (1)	Group & Organizational Dynamics (3)	International Business (4)	Organizational Ethics (3)	The Bible & Christian World View (3)
5 Weeks	5 Weeks				
Organizational Communication (3)	Methods of Research & Analysis (3)				

Academic Year TWO (24 credits)

5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks
Managerial Economics (3)	Managerial Marketing (3)	Human Resource Management (3)	Managerial Accounting (3)	Managerial Finance (3)
5 Weeks	5 Weeks	7 Weeks		
Strategic Planning (3)	Social Issues in the Workplace (3)	Business Law (4)		

Number of credits in the major	49
Number of weeks in the program	82
Number of months	18

Adminstration of Justice

5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks
Criminal Law and Procedures (3)	The Enforcement System (3)	Juvenile Delinquency (3)	Writing Experience/ Report Writing (3)	Ethics in Criminal Justice (3)

5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks
Criminal Justice Issues (3)	US Supreme Court Decisions (3)	Constitutional Law I (3)	Constitutional Law II (3)	Criminal Justice Supervision & Management (3)

5 Weeks	5 Weeks	5 Weeks	5 Weeks	10 Weeks
Probation, Parole & Community Corrections (3)	Criminology in Society (3)	Leadership & Supervision of Police Personnel (3)	The Bible and Christian World View (3)	Internship/ Research Project Seminar II (6)

Number of credits in the major 48

Number of weeks in the program 80

Number of months 18

Child Development

Academic Year ONE (24 credits)

5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks
Growth & Development in Young Children (3)	Administ Early Childhood Programs (3)	Intro to Early Childhood Education (3)	Emergent Language (3)	Multicultural Study of Children & Families (3)
5 Weeks	10 Weeks			
Assessing Young Children (3)	Curriculum & Methods for Early Childhood (6)			

Academic Year TWO (24 credits)

5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks
Family & Community Resources (3)	Implement/Evaluate Interventions for Early Childhood (3)	Communication Disorders (3)	Bible & Christian Worldview (3)	Early Literacy (3)
5 Weeks	10 Weeks			
Portfolio Development & Grant Writing (3)	Internship Child Development (6)			

Number of credits in the major	48
Number of weeks in the program	80
Number of months	18

Computer Technology

Academic Year ONE (24 credits)

5 Weeks	6 Weeks	5 Weeks	5 Weeks	5 Weeks
Linux+ (3)	A+ (3)	The Bible & Christian Worldview (3)	CCNA I (3)	CCNA II (3)
5 Weeks	5 Weeks	5 Weeks		
CCNAIII (3)	Organizational Ethics (3)	MCSA I (3)		

Academic Year TWO (24 credits)

5 Weeks	5 Weeks	5 Weeks	5 Weeks	5 Weeks
MCSA II (3)	MCSA III (3)	Security + (3)	Convergence + (3)	CIW Professional (3)
5 Weeks	5 Weeks	5 Weeks		
Internship I (3)	Internship II (3)	Last Class (3)		

Number of credits in the major	48
Number of weeks in the program	81
Number of months	18

ORIENTATION/REGISTRATION NIGHT

Orientation/Registration is normally held two weeks before the first class. Curriculum materials and textbooks for the first module are provided. Students in the group become acquainted with one another.

PORTAL System

Students will be able to view their own college information from anywhere they have access to the Internet, and will be able to do the following:

- ✍ read daily HLG events
- ✍ keep a personal calendar
- ✍ search for offered classes
- ✍ view account balance
- ✍ check grades
- ✍ view class schedule
- ✍ edit email and local address
- ✍ job search
- ✍ view instructors contact information

Students will get the Student portal password from the **ADVANCE Program office** (see HLG Student Portal).

CLASS EVALUATIONS

A part of any successful degree completion program is feedback from adult learners. Your responses are taken seriously and responded to immediately. Evaluations are a very important tool for the program to measure outcome and to continue to improve and grow. All evaluations will be confidential. YOUR INSTRUCTOR WILL NOT SEE THE COMPILATION OF THE EVALUATIONS UNTIL AFTER THE FINAL GRADE IS POSTED. THE INSTRUCTOR, DIRECTOR, AND VICE PRESIDENT FOR ACADEMIC AFFAIRS SEE A COMPIATION OF ALL THE EVALUATIONS. NO ONE SEES THE EVALUATIONS EXCEPT THE OFFICE COORDINATOR. THE CLASS REPRESENTATIVE WILL DISTRIBUTE AND COLLECT THE EVALUATIONS. THE EVALUATIONS WILL BE MAILED (IN THE PREPAID ENVELOPE PROVIDED TO THE CLASS REP) DIRECTLY TO THE OFFICE COORDINATOR IN HANNIBAL. Evaluations are designed to identify the positive aspects of the instructor, curriculum, and class. If an instructor is doing a good job, we need to know and encourage the instructor to continue with current methods. If there is an issue that needs to be handled by the Innovative Programs office, that will also be addressed in a timely manner. The instructor, Directors, and Vice President for Academic Affairs see a compilation of the final results. Please take the time to completely fill out the survey/evaluation. THIS IS NOT BUSY WORK. It is very important to us that you share your objective and honest thoughts and opinions with us.

The **first** fifteen minutes of the last class of a module should be used for completing the evaluations, with the instructor leaving the classroom so students may feel more comfortable to speak freely on all aspects of the program. Again, the class representative is the only individual who handles the evaluations.

GRADES

Letter grades are given for all coursework. (See Catalog for Grading.)

Academic progress must be maintained while in the program. Core course requirements must be passed with a grade of C or better. If a grade below a C is assigned, that module must be repeated at the current tuition rate. No more than one module within a term can be assigned with an unsatisfactory grade. A student who is not making academic progress according to these guidelines, will be required to drop out of the program until progress has been made and readmission is applied for.

LATE PAPER POLICY

Summary papers are a major part of any adult learner's final grade. In recognition of this fact, as well as recognizing the complexity of adult's lives, the Innovative Programs Office has established a late paper policy as follows:

1. Summary papers are due the first week of the next module.
2. Should circumstances prohibit the student from submitting the summary paper on time, the student must contact the facilitator prior to the due date. (Refer to Incomplete Grades.) If the facilitator is not contacted, then an "F" will be assigned for the module.

INCOMPLETE GRADES

When, in the instructor's opinion, circumstances beyond the student's control prevent the completion of required coursework during the year, the instructor may record a grade of INC on the student's record - but only after a contract has been made between that student and the instructor. In this contract the student agrees, by his/her signature, to complete all coursework by a specific deadline, that is not to exceed six weeks following the end of that particular module. Students seeking approval beyond six weeks must direct their requests to the Vice President for Academic Affairs.

A student with two incompletes will not be allowed to enroll in the successive year. If coursework is not completed by the end of the program, participation in graduation may be jeopardized. Also, students will not qualify for the Dean's List if they have an "INC". If a student must retake a module due to excessive absences, a grade of WF (Withdraw Failing) or WP (Withdraw Passing) will be assigned. The transcript will reflect both the WF or WP and the repeated course grade.

If a student stops out of the program, grades will be assigned for all modules completed. If any module has not been completed, a grade of WF or WP will be assigned. The remaining modules the student has registered for in the year, will be assigned a grade of W (Withdrawn).

GRADE REPORTS

Once students have received a grade report, an official transcript (including those grades and all previous courses and grades) will be available and sent upon request. Transcript requests must be made in writing. Visit the HLG website at www.hlg.edu to obtain a request form, and fee information.

Official transcripts should be sent directly from the College to the schools, employers, agencies, etc. Students may also request official transcripts to be mailed to themselves.

Transcript requests should contain: student's name (including maiden name), social security number, specific dates of attendance, and names and addresses where the transcripts are to be sent. If specific terms or specific course grades are to be included, that information should be noted, so that the transcript is not sent before the data is posted to the record.

Since grade reports are mailed to your home, it is very important to notify the Innovative Programs Office when your name, address, phone, or email address changes. If you have a name change while in the program, you must contact the Registrar's office at 573-629-3046. You will need to provide a legal document with your new name on it.

WITHDRAWAL FROM THE COLLEGE

To withdraw from the program, the student must notify the Innovative Programs Office and complete the *Change of Status* form. Students will receive credit for modules completed. Withdrawal from the program will jeopardize any financial aid for the rest of that academic year. (These regulations have been set by the federal and state governments.)

When the Registrar's Office is asked to verify full-time enrollment for a student, *they are required to use the last date of class as the last day of attendance*. The student has a grace period of six months after the last day of class before repayment of loans must begin.

A student receiving Financial Aid who anticipates stopping out should contact the Office of Financial Aid regarding the implications of such action.

When a student stops out of a group the charge must be prorated and refunds given either to the student or the government as determined by government regulations. The student is responsible for any refund to the government.

Financial Aid Clarification: When a student withdraws from a non-term based program comprised of a series of modules, the school must determine whether return calculation is required and if so, the length of the period of enrollment or payment period, as applicable.

Among the variables a school must consider are whether the student has completed at least one course, and whether the student intends to return for another module within a term. The principles for determining the appropriate values to use in a return calculation are applicable only when the courses and modules have the following characteristics:

- ✎ Some or all of the courses in the program are offered in modules that are scheduled sequentially rather than concurrently. (The modules may overlap)
- ✎ The institution has chosen to have two or more modules make up the standard term (semester, trimester, or quarter). For example, in each 15 week semester, courses are offered in three five week modules.
- ✎ Students can begin attending at the beginning of any one of the modules in a term. For example, a student enrolling in a three module per semester program can start in module two or three as well as module one.
- ✎ Students may skip one or more modules within the term. For example, a student enrolling in a three module per semester program can attend module one, skip module two, and return for module three.
- ✎ Students enroll up-front for courses in all of the modules they plan to attend for the entire term; however, some students may subsequently add or drop a course in a later module.

READMISSION TO THE ADVANCE PROGRAM

Students who have dropped out of their group, but wish to return to a new group must:

1. Notify the Innovative Programs Office of their desire to return.
2. Provide evidence that:
 - a. all work is up-to-date
 - b. incompletes are removed
 - c. grades below C will need to be repeated before continuing in the program
 - d. financial arrangements have been made
 - e. a new registration form with courses for the remainder of the year has been submitted
 - f. an Application for Return to Active Status has been submitted
3. The student can return to class when the application has been approved and signed by the Innovative Programs Director.

Students who have completed the Organizational Management, Administration of Justice, Child Development, Computer Technology or Bible majors but have outstanding work for the portfolio or internship need to be aware of the following:

1. A student has *six weeks* after the last class of the program to turn in any materials related to the portfolio or internship. If the materials are not completed in the six week time frame, the grade will be an F.
2. Incomplete contracts should be on file for work outstanding for the project or other module.

PARTICIPATION IN COMMENCEMENT EXERCISES

To participate in commencement exercises, with cap, gown and tassel, a student must be within six credits of completing all requirements for the B. S. or B.A.S Degree. The student must also be up-to-date on all module and project requirements and submissions, and be approved by the faculty as making satisfactory progress in the program. When any of these criteria are not met, individual students will be excluded from participation. These credits must be verified by the Registrar of the College.

Graduating students will be required to participate in the commencement ceremony on campus in May or December. It is intended for students who begin in Fall Cohorts to graduate in May of the subsequent year and for Spring Cohorts to graduate in December of the subsequent year. If unable to attend the commencement ceremonies, students must petition the Vice President for Academic Affairs to graduate in absentia. Diplomas will be mailed to these students following graduation ceremonies.

Students who complete graduation requirements by May of a given year must graduate in May of that year. Students who complete their requirements from June through August must participate in the December graduation of that year. Students who complete their requirements in December will have the option of graduating either in December of that year or in the May graduation.

Participation in either graduation will be limited to those students who have completed all degree requirements with the following exceptions:

- Advance Program students who have started their final course in December, with the course not ending until January, will be allowed to participate in the December graduation.
- Students who have finished all requirements except for one course scheduled in the May term will be allowed to participate in the May graduation prior to taking the remaining course.

Students who find they will not complete their requirements by the due date may call or write the Innovative Programs Office to request a change in their degree completion date. The original graduation fee will apply for the later date. However, if a diploma has been ordered and the degree has not been completed, there will be a diploma reorder charge of \$40 for each additional diploma ordered.

To receive your degree from HLG, students must:

1. Remove all deficiencies in the HLG entrance requirement.
2. Complete the appropriate General Education Requirements.
3. Complete the specific requirements for the chosen major.
4. Take at least 32 hours in residence at HLG. Advanced standing credits may not be used to fulfill the residency requirement. (These hours are satisfied in the program).
5. Complete all courses in the major with at least a grade of C or better.
6. Pay all fees owed to the college.
7. Submit an application for graduation. **(November deadline for May graduation and April for December graduation.)** The graduation applications will be distributed to each class. The graduation application is to be collected in class and sent back to the Innovative Programs Office. It is very important that you write your name on the application for graduation just as you want it to appear on your diploma. Also, this is the last time for you to verify the degree you are receiving, whether it be B.S. or B.A.S.
(From this point forward, the registrar will be handling graduation information.)
8. Receive a written statement from the Registrar verifying the semester for graduation and the requirements still to be met.
9. Order cap and gown.

ADDITIONAL INFORMATION ABOUT GRADUATION

To order graduation announcements, forms should be sent directly to Herff Jones. Herff Jones will send your announcements to you, remember to allow 6 weeks for delivery though.

A degree completion plan will be completed by your advisor listing the hours you need to complete before graduating. Before the Registrar will sign off on your application, she must have the plan as to what classes you will be taking and when. To let her know, fill in the section that says **WHAT AND HOW and DATE TO BE COMPLETED**. This is not necessary for ADVANCE classes, only electives and gen eds. This form must be signed and returned with the application for graduation.

For those of you receiving financial aid, you will be needing to payback funds 6 months after the final date of attendance. **An exit interview is required.** To complete this, you need to go to www.mapping-your-future.org. **You will not be cleared to graduate unless this is done.**

May Graduates: On the Friday before graduation there will be a graduate luncheon. Following the luncheon, practice will be held. This is a required activity. If you are unable to attend, special arrangements must be made or you will be left out of the line up for graduation.

See Graduation Checklist

Academic Achievement Award

Hannibal-LaGrange College will recognize graduates of adult degree-completion programs who have achieved a high level of academic success. Students will be awarded a bronze medal that may be worn at the commencement ceremony.

Here are the criteria for the award:

The Academic Achievement Award is given to students who meet the following criteria upon graduation with a baccalaureate degree.

- Complete a B.S. or B.A.S. degree in a program designed specifically for adult learners.
- Have a cumulative grade point average of at least 3.5 that includes all hours accepted in transfer and all hours earned at HLG.

ACADEMIC HONORS

Dean's List

The Dean's List is comprised of students who have attained high distinction in scholarship and is determined at the end of each semester. Students are placed on the Dean's List when they complete at least 12 semester hours with a GPA of 3.50 or higher for the current semester. The Dean's list will be published in February and June. Students receiving a grade of F or IN for the semester are not eligible for this honor.

Distinguished Achievement Award (D.A.A)

A student is selected from each Organizational Management, Administration of Justice, Child Development, Computer Technology, and Bible cohort to receive the D.A.A. Criteria for the award are leadership, scholarship, and service. Selection is made by the instructors, director, associate director, and fellow students within your cohort. The award is announced, and a certificate is given at the Graduates Luncheon.

CLASS REPRESENTATIVE

During the first module, a class representative is selected from each cohort. This person carries out liaison responsibilities between the class and the Innovative Programs Office, which include taking attendance, supervising the faculty evaluation at the end of the module, and representing the class in policy reviews conducted by the Innovative Programs Office.

Responsibilities and Role of the Class Representative

As class representative, you play a vital role in facilitating student satisfaction and success in the *ADVANCE Program*. As class representative, you are the liaison between the students and the Innovative Programs Office.

RESPONSIBILITIES

1. Communicates information that represents the views and opinions of your classmates.
2. Makes announcements, distributes information, or conducts other business as a representative prior to, during, or after the class period.
3. Informs the Innovative Programs Office of undesirable classroom conditions.
4. Distributes Course/Instructor Evaluation Forms to students at the end of each module and collects and returns them to the Office.
5. Takes attendance and returns roster to the Innovative Programs Office at the completion of each module or upon the second absence within a module.
6. Conveys to the instructor class desires and expectations when necessary.
7. Distributes class rosters and informs classmates of any changes in schedules, etc.
8. Records address changes and forwards to the Innovative Programs Office.

Student Graduation Checklist

- ☐ Credit for life experience portfolio and technical and professional schools and training documents submitted not later than the ending date of your second term.
- ☐ **Submit** the Request For Transcript Check/Application For Graduation to the Registrar not later than two semesters before the expected graduation date. (November deadline for May graduation and April for December graduation.)
- ☐ Order your cap and gown. (via Innovative Programs Office)
- ☐ Order your announcements. (via Herff Jones www.herffjones.com)
- ☐ **Receive** 1) a signed Request For Transcript Check/Application For Graduation and 2) a statement verifying the semester for graduation and the requirements still to be met from the Registrar.
- ☐ Send Graduation checklist (signature sheet) to ADVANCE Office when you receive it from the Registrar's office.
- ☐ Pay all fees owed to the college, including \$100 graduation fee. (Student Accounts)
- ☐ Complete 124 semester hours.
- ☐ A maximum of 76 hours transferred from a junior or community college.
- ☐ Take at least the last 32 semester hours at HLG.
- ☐ Satisfactory complete all courses as outlined in the current HLG catalog.
- ☐ Request updated Transcripts from schools to have credits transferred (if applicable)
- ☐ For those of you receiving financial aid, complete the exit interview at www.mapping-your-future.org. This must be done to be cleared for graduation.
- ☐ *MAY GRADUATES ONLY* - Attend Luncheon. (Friday before graduation)
Reservations will be made by the Innovative Programs Office.

Personal Notes to Remember:

HLG Student Portal

Password

Click the **Forgot StudentID/ Password** link and this information will be emailed to the email address on record.

Logging In

Step-By-Step: Student Login

The student's **Portal User Name** and **Password** are necessary to log in. These are provided to the student. Students cannot create or modify their Portal User Name.

Note: To access the student portal, open your Internet Explorer and type ***www.hlg.edu/student***.

Navigating the Home Page

Logging in will display the Student Portal home page. The News section displays items important for students to see when accessing the portal. On the right side of the screen is a list of courses the student is registered for in that term.

Calendar

The calendar can be used as a day planner. Enter items by clicking on the blue date hyperlink in the top left corner of each day.

Course Offering

The course offering section displays dates/times of classes that are being offered for the specific term selected when logging in, called Current Term. The **Search for Courses** filter can be used to view a specific range or type of classes. This option can help find classes that are needed and will fit into existing class schedules. Clicking **Next** will display the available courses. The course offering displays the credits, class start and end dates, class instructor, class location (room), and scheduled class days and times.

Billing

The billing option shows the student a detailed account ledger of all transactions distributed to the ledger and currently in the Batch since matriculation.

- **Previous Ledger Balance** is the balance from previous terms as shown in the student's ledger
- **Term** that the transaction was associated with
- **Date** of the transaction

- **Description** of the charges
- **Debits/Credits** are the amounts of the charges/credits
- **Balance** column shows the cumulative amounts after each transaction
- **Ledger/Pre-Bill** is where the transaction is located. Ledger means the transaction is in the student's ledger and Pre-Bill means the transaction is in a Billing Batch.
- **Over All Balance** is the current balance as of this date from the student's ledger and any billing batches

My Grades

The grades section of the Student Portal displays the registered classes for the specific term and any grades that have been entered. It also displays term and cumulative GPA information.

Personal Information

Personal information, address information, email, and website links can be changed here and will be updated in CAMS Enterprise as well. The information that displays is associated with the address type that is used for the portals.

Degree Information

Degree Information displays all courses that are required or optional for a specific degree program. The Revision Term (typically based on the course catalog beginning and ending terms) is selected and degrees offered during the selected Revision Term display. Click the detail link of a degree to display requirements necessary to complete it.

Job Search

Job Search will allow job searches for current job openings which meet specific criteria. Searches can be filtered by type, salary, and availability. Jobs are created in the Placement module of CAMS Enterprise.